

CHFA SNOW/ICE REMOVAL AND MAINTENANCE SPECIFICATIONS

CHFA is seeking quotations for **Snow and Ice Removal and Maintenance** at **999 West Street, Rocky Hill, CT** for services beginning January 1, 2025, for up to three years. Prospective bidders are encouraged to visit the site location to view the property and scope of work regarding driveway, parking areas, and sidewalks.

Scope of Services:

The services include plowing, shoveling, treating surfaces, and properly removing snow, ice, frozen rain, sleet, and any other precipitation that may accumulate and freeze. The services also include all follow-up treatments, if needed. Prospective bidders must be available to provide 24-hour service.

The awarded contractor should be aware of the weather forecast and will be expected to self-start and deploy equipment, personnel, pre-treatments, and treatments as needed. Immediately after the start and during light precipitation events during the normal workweek (Monday through Friday), awarded contractor should inspect all areas to assess whether walkways, entrances and parking lot need to be treated. Awarded contractor should also be available Monday through Friday within two hours from the first snow fall, ice event, and changes in precipitation. Follow-up inspections and treatments should be provided by awarded contractor as needed.

In the event awarded contractor is made aware of additional services or treatments needed, awarded contractor must be available within one hour of being notified. Awarded contractor must also be available on an “as needed” basis to move snow from various locations.

Prior to the first snow, the awarded contractor must stake or mark sidewalks, fire hydrants, islands, etc. and replace stakes, as needed, throughout the season. Awarded contractor must also remove the stakes at the end of the season.

Pricing should include all equipment, labor, removal and/or relocation of snow, supervision, and application of ice melt products necessary to perform the services in a timely and professional manner.

Specifications:

Prices should be based on snow depth (continuous snowfall in a 24-hour period) as determined by the National Weather Service.

Please include the following when quoting on the “Quote Form” attached:

- Cost of deicing applications (no sand) during snowstorm
- Cost of deicing applications (no sand) on a non-storm occasion (minimum charge, if any)
- Charge, per person per hour, during non-storm
- Deicer (no sand) charge per pound/ton
- Hourly prices for driveways, parking areas and walks for snowfall, with breakdown as follows:
 - Dusting - 3”
 - 3.1” – 6”
 - 6.1” – 9”
 - 9.1” – 12”
 - 12.1” and above

SUBMISSION REQUIREMENTS:

- A. Provide a brief description of your firm and the total number of staff available to CHFA.
- B. Supply, if applicable, Small Business Set-Aside Certificate.
- C. Supply copy of completed W-9.
- D. Provide pricing and references on attached “Quote Form,” along with all other requested information to RFP.RFQ@chfa.org no later than **4:00 p.m. on Monday, September 23, 2024.**

OTHER REQUIREMENTS:

- A. The awarded contractor’s owner or general foreman should be available when requested by CHFA for periodic inspections with CHFA’s staff. Any additional services requested will be completed within two working days unless otherwise specified.
- B. Awarded contractor will repair any damage to CHFA’s property caused by awarded contractor to CHFA’s satisfaction.
- C. Awarded contractor will be required to execute a contract satisfactory to CHFA and will agree that it will comply with the provisions of Connecticut General Statutes applicable to contracts with CHFA including, but not limited to, nondiscrimination and affirmative action provisions.
- D. Awarded contractor will be required to provide documentation regarding general liability, auto, workers’ compensation and umbrella insurance in limits identified in “CHFA Insurance Requirements” attached.

Included are 1) specifications; 2) quote form; 3) drawing of 999 West Street; 4) CHFA’s insurance requirements; and 5) frequently asked questions.

CHFA reserves the right to:

- a. Reject any and all responses received to this request;
- b. Negotiate the fees contained in any submission;
- c. Waive or modify any irregularities in submissions received;
- d. Award contracts in any manner necessary to serve the best interest of CHFA and the State of Connecticut, without obligation to accept a quote based upon the lowest fee schedule; and
- e. Request additional information as determined necessary or request some or all firms or individuals responding to make oral presentations.

Please submit any additional questions to RFP.RFQ@chfa.org by **Friday, August 30, 2024.** Additional questions and answers will be posted on CHFA’s website.

Responses and “Quote Form” must be submitted to RFP.RFQ@chfa.org no later than **4:00 p.m. on Monday, September 23, 2024.**

CHFA is an Affirmative Action/Equal Opportunity Employer.

Quote Form-Snow/Ice Maintenance and Removal 2025

Company Name:

Contact Name:

Title:

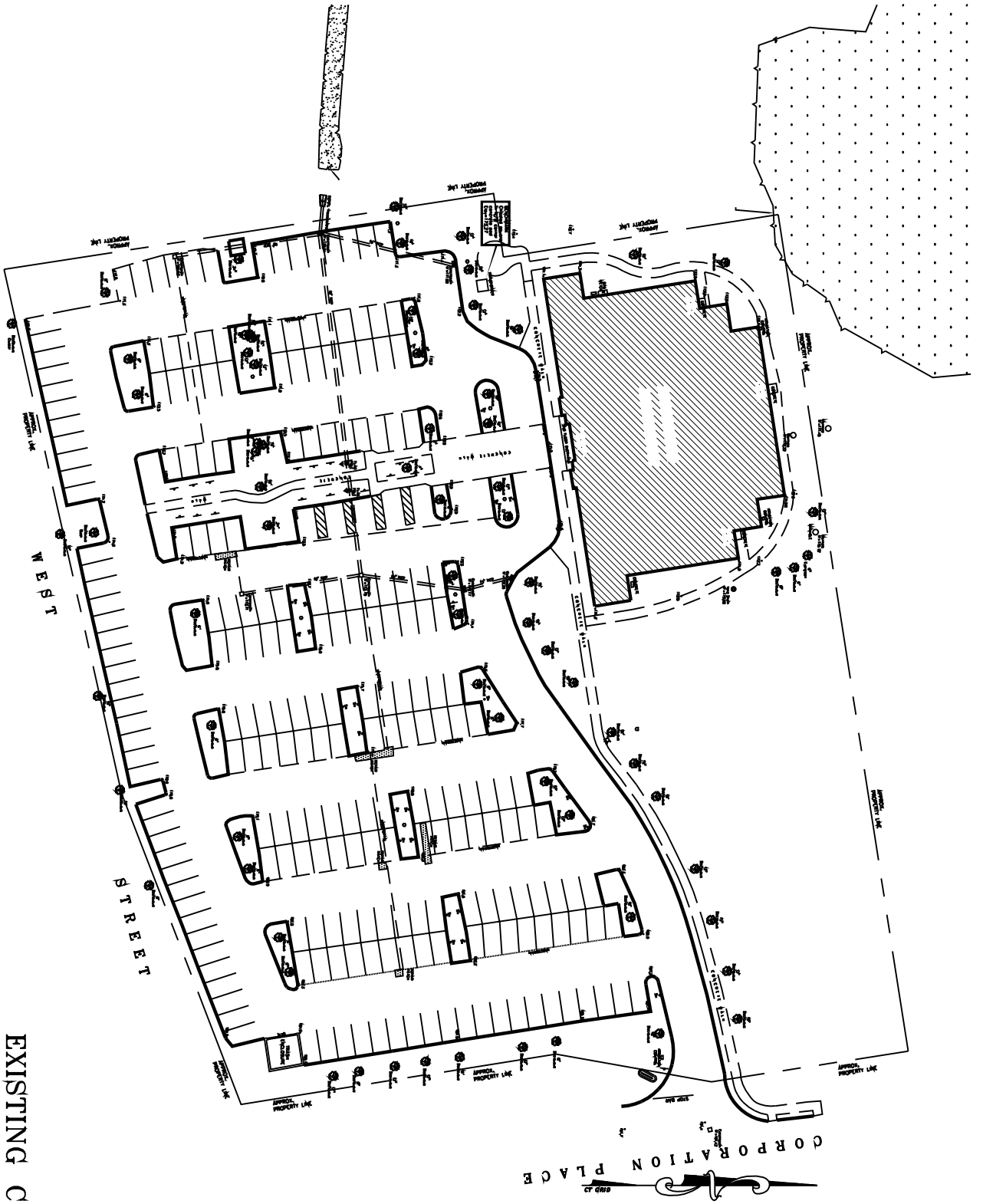
Phone:

Email:

Service	Price
Snowfall services for driveways, parking areas & walks for snowfall as follows (continuous snowfall in 24 hours):	Pricing should include equipment, labor, removal and/or relocation of snow, supervision and application of ice melt products.
dusting - 3"	
3.1" - 6"	
6.1" - 9"	
9.1" - 12"	
12.1" and above	
Salt/De-Icer/Ice Melt	
Per pound/ton Non-Storm	
Misc.	
additional labor per hour	
Reference 1:	Reference 2:
Company Name:	Company Name:
Contact Name:	Contact Name:
Title:	Title:
Email:	Email:
Phone:	Phone:
Reference 3:	Any Experience with any CT state agency must be listed here:
Company Name:	
Contact Name:	
Title:	
Email:	
Phone:	

COMPLETED QUOTE FORM SHOULD BE SUMITTED TO RFP.RFQ@CHFA.ORG NO LATER THAN 4:00 P.M. MONDAY, SEPTEMBER 23, 2024

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EXISTING CONDITION PLAN

GRAPHIC SCALE (INCHES)



Instructions: CHFA Insurance Requirements

All contractors and vendors are required to provide proof of the required insurance coverage before entering the premises or commencing any work at any CHFA facility. Contractors and vendors must obtain, at their own expense, all the insurance required here, and acceptable evidence of such insurance must be properly furnished to, and approved by, CHFA.

All subcontractors are subject to the same requirements. It is the responsibility of the primary contractor or vendor to obtain acceptable evidence of insurance from subcontractors.

CHFA also requires that they be named as an additional insured on your general liability policy(ies). Your general liability policy must be endorsed with ISO Endorsement CG 20 10 (or equivalent) *or* ISO Endorsement CG 20 26 (or equivalent), *and* ISO Endorsement CG 20 37 (or equivalent) if so required. These form numbers must be specifically referenced on the certificate of insurance. If your insurance company uses a different form to provide CHFA with additional insured status on your policies, copies of those forms must be provided in advance with the insurance certificate for review and approval by CHFA. All coverage must be primary as to CHFA.

The proper name for the entity to be named as additional insured is: “Connecticut Housing Finance Authority, and/or related or affiliated entities.”

Evidence of compliance with these requirements is with the ACCORD form 25, “Certificate of Liability Insurance”, with 30 days’ notice of cancellation, plus copies of any required additional insured endorsements. Certificates should be sent to: Connecticut Housing Finance Authority, Attention: Shelly Mondo, 999 West St., Rocky Hill, CT 06067. Tel.: (860) 721-9501.

Current insurance certificates must be furnished to CHFA at all times. Replacement certificates must be furnished *prior to the expiration or replacement* of referenced policies.

Insurance Requirements

Contractors or vendors working for and/or doing business with the Connecticut Housing Finance Authority (CHFA), or using CHFA facilities, shall agree as a condition of acceptance to furnish and perpetually maintain, at their own expense, for the duration of any project, work, contract or use of CHFA facilities the following policies of insurance covering the following items. Insurance must be primary and endorsed to be noncontributory by CHFA, must be written in an insurance company A.M. Best rated as “A-VII” or better, and CHFA must be endorsed to the policy as an additional insured (except Worker’s Compensation) unless this requirement is specifically waived in writing by CHFA. Contractors further agree that any subcontractor they intend to use on CHFA assigned work will be required to submit to the same indemnity and insurance requirements contained in this schedule. Contractor shall obtain insurance certificates stating that both Contractor and CHFA shall be endorsed to the subcontractor’s insurance policies as additional insured.

Indemnification

The contractor/vendor shall save harmless, indemnify, and in the event of claim, notification or suit will immediately defend CHFA and any related or subsidiary entities, their officers, employees and volunteers, from and against all loss, costs, damage, expense, claims or demands arising out of or caused or alleged to have been caused in any manner by the performance of work or use of facilities herein provided, including all suits, claims or actions of every kind or description brought against the CHFA either individually or jointly with the entity or organization for or on the account of any damage or injury to any person or persons or property, including the entity or organization’s employees or their property, caused or occasioned, or alleged to have been caused or occasioned in whole or in part by the entity or organization, including any subcontractor, their employees or agents.

Certificates of Insurance

Before starting any work, or commencing any use or occupancy of CHFA premises, the contractor or vendor shall furnish to CHFA a certificate of insurance indicating, specifically, the existence of those coverages and limits set forth as follows. CHFA must be named on the insurance certificate as “additional insured” for the coverage’s afforded, and a copy of the actual policy endorsement that adds CHFA as an additional insured must be attached to the certificate (Blanket additional insured endorsements are deemed acceptable). It is also the duty of contractor or vendor to provide renewal or replacement certificates and endorsements to CHFA upon renewal or new placement of any insurance policy which may expire or renew during the term of any project or engagement, and to give CHFA thirty (30) days’ notice of any cancellation or change in the terms of such policy or policies during the periods of coverage. Upon request of CHFA, the contractor or vendor shall furnish to CHFA for its examination and approval such policies of insurance with all endorsements, or copies thereof, certified by the agent of the insurance company.

The contractor or vendor agrees to forward a signed original of this Insurance Requirement signed by an authorized Officer or Agent for the contractor or vendor, to the care of: Connecticut Housing Finance Authority, **Shelly Mondo**, Contracts and Procurement Officer, 999 West St., Rocky Hill, CT 06067. Tel.: (860) 571-4389, Fax: (860) 721-0527, Email: shelly.mondo@CHFA.org, as an acknowledgement and acceptance to the terms and conditions stated herein and prior to the commencement of any work being performed.

Signed by (contractor or vendor)

(type/print name of contractor or vendor)

Date

Frequently asked Questions-Snow/Ice Maintenance Services

- Question: Is the only location of service at CHFA's office building?
Answer: *Yes, the services are for 999 West Street, Rocky Hill, Connecticut.*
- Question: Can a sand/salt mixture be used for the roadways and parking lots?
Answer: *Only salt and/or an acceptable ice melt can be used to treat the parking lots—no sand.*
- Question: Can sand be used on the walkways?
Answer: *Only an acceptable ice melt can be used on the sidewalks.*
- Question: Is there a mandatory pre-bid meeting?
Answer: *There will not be a mandatory pre-bid meeting.*
- Question: Is bonding required?
Answer: *Bonding is not required. Insurance requirements are included in the documentation provided.*
- Question: Will an award be determined based on best overall value or will it be lowest responsible offer?
Answer: *Contracts will be awarded in a manner necessary to serve the best interest of CHFA, without obligation to accept a proposal based upon the lowest fee schedule.*
- Questions: Are there any limitations in subcontracting?
Answer: *Any subcontracting would require the written prior approval of CHFA.*